

# Introduction to Presentations

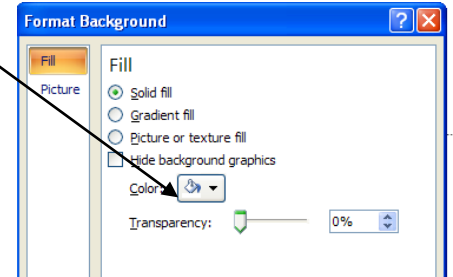
## CTE Intro Office 2007



1. Open up Microsoft PowerPoint. The screen will open up to a blank presentation.
  - a. **Insert Slides.** In the Home Ribbon, select New Slide from the upper left hand corner. Click on it four times, so you now have five slides.
  - b. Remember to click back on Slide 1 to begin working.

### 2. Backgrounds

- a. To change your background, EITHER right click on the white area of the background, OR go to the Design Ribbon and click on Background Styles and Format Background.
  - i. We will start with adding a Solid Fill. This should already be selected. Click the Color Pull down menu and choose a color for your background.
  - ii. Remember you can go to More Colors to get more options.
  - iii. When you have chosen your color, click on Close.



### 3. Adding Text

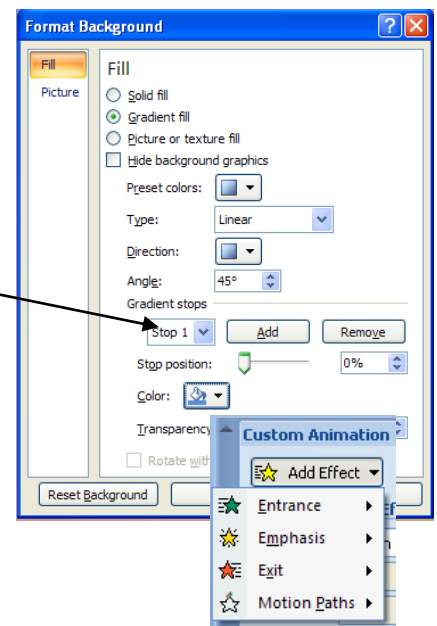
- a. Click on the box that says, "Click to add title."
- b. Type in **My First Presentation.**
- c. Click on the smaller box that says, "Click to add subtitle."
- d. Type in **By: First name, Last name**
- e. Highlight the text in either or both boxes and change the font or size by going to the Home Ribbon and changing it. You can also change the color if you want.

### 4. Slide 2

- a. Click on slide 2 from the left side panel.
- b. Enter the following text:
  - i. In Title, type ***Today I Will Learn...***
  - ii. In the second box after the bullet type ***How to add text***
  - iii. Press return. After the second bullet type ***How to change backgrounds***
  - iv. After the third bullet, ***How to add graphics***
  - v. After the fourth bullet, ***How to do custom animation***
  - vi. And after the fifth bullet, ***How to add sounds***

### c. Change the background

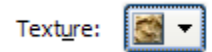
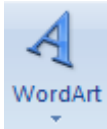
- i. Right click to go to Format Background. This time select Gradient Fill.
- ii. You may choose Preset colors, or you may choose your own. You can choose up to four colors by selecting Stop 1, then the color, and so forth. Experiment with the gradient and it's options until you have what you want.
- iii. Press close when finished.



### 5. Custom Animation

- a. Highlight "How to add text."
- b. Go to the Animations Ribbon and choose Custom Animation.
- c. A new right side panel will appear. Choose ***Add Effect***. Then choose ***Entrance***.
- d. Choose one of the options listed, or pick one from the "more effects" menu.
  - i. Make sure you only choose ONE effect for each bullet.
  - ii. Repeat the procedure for all five bullets.

### 6. Slide 3



- a. On the left side panel, click on slide 3.
  - b. Right click to change the background. This time choose Picture or Texture Fill.
    - i. Choose a texture from the pull down menu and click close.
  - c. Now you will change the layout. On the Home Ribbon under Slides, click on the layout pull down menu. Choose Blank.
  - d. Now you will add Word Art. Go to the Insert Ribbon and choose Word Art.
    - i. Choose the design you like best from the pull down menu. Play with the shape styles, word art styles, and effects until you have what you want.
    - ii. Change Your Text Here to **Adding Pictures**. Move it to the top of the page by grabbing the corner and dragging it.
    - iii. If you want to change the font, you will need to highlight the word art, then go to the Home Ribbon to change the font.
  - e. Highlight the second text box by clicking on the gray border. Press delete.
7. **Adding Pictures**
- a. Go to the Insert menu and choose Clip Art. Search for a picture to add to your document.
  - b. Now click on Picture. Find a file you have saved in your My Pictures folder and insert that as well.
  - c. Feel free to edit the pictures you have pulled in, changing the style, shape, and effects as desired.
  - d. Click on the picture and choose the Animations Ribbon. Click on Custom Animation and animate each picture like you did the words in Slide 2.
8. **Slide 4**
- a. Click on slide 4 from the side panel.
  - b. Change the background by right clicking and going to Format Background. Choose Picture or Texture Fill.
    - i. This time you will insert a picture background. Click on the File button under Insert From. Choose a file from your My Pictures folder.
    - ii. BEFORE you press close, change the transparency at the bottom of the menu to about 60%. Then Press Close.
  - c. In the title section type **Adding Sound**.
  - d. In the second text box, make three bullet points with **sound 1**, **sound 2**, and **sound 3**.
9. **Adding Sound to Animations**
- a. Highlight Sound 1. Go to Animations and put an Entrance animation on it. Do this for all three.
  - b. On the right side panel click on the correlating animation, as seen on the picture to the left.
  - c. Click the down arrow and choose *Effect Options*.
  - d. Click on the down arrow next to [No Sound]. Choose a sound from the list. Press Ok.
10. **Slide 5.**
- a. Type *The End* in the title box. Delete the other text box.
  - b. Go the internet, to [www.grsites.com](http://www.grsites.com). Click on Absolute Background and Textures. Search for a background you would like to add. Click on it, then right click on the full size picture and save it to your My Pictures file.
  - c. Back in your Power Point, go to Format Background and choose Picture. Click on File and pull up the background you just saved. Then put a check in the box that says "Tile Picture as Texture"
11. **View Show.**
- a. Go to *Slide Show* and *View Show*. Click your way through the show. Be sure to turn on your sound.
12. **Print Preview.**
- a. Click on the Office Button and place your cursor over Print. Pull up the new menu, and choose Print Preview. Where it says *Print What:*, Pull down the menu and choose 6 slides per page. Then click Print and choose the color printer. Turn into the basket.